



Rowing in Portland since 1972

Board Meeting Minutes

January 12, 2015

1001 SE Water Ave., Suite 250 – 6:00 to 7:30pm

Attendees

Paul Kisling
Cheryl Elardo
Peter Edwards
Tamara Madsen

Sheila Ryan
Kim Degutis
Celia Heron
Travis Hall

1. **December Meeting minutes:** minutes reviewed, motion made to accept December minutes, seconded and carried.

2. **Treasurer's Report and 2015 Budget Proposal:**

- The Board reviewed the Treasurer's report, provided by Celia Heron.
- Board voted earlier in December to hire CPA firm to help with bringing current past tax issues. Board is also going to hire a payroll service, at the recommendation of the CPA, to help with payroll and on-going tax filings.
- Final 2015 Budget was presented by Peter. Motion made to approve budget with the addition of a 6% reserve fund to be set aside, seconded and carried.
 - Capital purchase plan was put on hold for now. Priority of needs was listed.
 - Registrar position is now vacant. Peter to work on new job description to merge registrar and the need for a membership coordinator together. This will be a paid position with an annual salary of \$1500.00. Job to be posted online and presented to general membership.

3. **Annual Meeting:**

- Cheryl Elardo submitted her resignation to the board. We now have 3 open board positions. Current interested parties are Brian Thurston and Glenn Baker.
- Raffles for 'cox dots' and regional regatta fees will be sold at meeting.

4. **Coaching Update :**

- Board discussed the recent program changes and the several emails that were sent in; 3 in favor, 1 opposed and 1 with a personal conflict. Program changes will start March 1st.
- Travis Hall was in attendance and went over his plan for the women's team. He is currently evaluating those women who are rowing on Saturday and once weekday rowing starts on March 1st he will work on evaluating the rest of the women and make boat placements based on skill levels.

5. Volunteer Report:

- Spring work party scheduled for February 28th.

6. StL Action Items:

- Operating Manual is still in progress. Peter and Jim Barrett will be working on updating the manual to include human resource information for staff and formal job descriptions. The safety plan and sexual harassment policy will also be included in manual.
- Rental Rack leases – Peter made an inventory and will be presenting those leasing space with a lease liability agreement. Peter will also work on labeling and coding all boats as to the availability of club use for private boats.
- Tamara will be updating the Secretary of State website with incoming Board Chair contact information. Paul and Celia will be updating bank signatories and DOR contact information.
- All board meeting minutes need to be posted on Stl Website. Incoming board Secretary to work with webmaster on posting board minutes.

Prepared by Tamara Madsen, Board Chair